

District 7

GUIDELINES



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Glossary and Acronyms

AA	Alcoholics Anonymous
AAWS	Alcoholics Anonymous World Services, Inc.
AFG	Al Anon Family Group
CF	Correctional Facilities
CPC	Cooperation with the Professional Community
DCM	District Committee Member
EASYPAA	Eugene and Springfield Young People in AA
GSB	General Service Board
GSO	General Service Office (New York)
GSR	General Service Representative
Gv	Grapevine/La Viña
GvR	Grapevine/La Viña Representative
ICYPAA	International Conference of Young People in AA
ORCYPAA	Oregon Conference of Young People in AA
PI	Public Information
PNC	Pacific Northwest Conference
PRAASA	Pacific Region AA Service Assembly
TF	Treatment Facilities
WACYPAA	Western Area Conference of Young People in AA

Ad Hoc Committee – a temporary committee assigned to address one specific item or topic.

Area – a geographical unit that elects a Delegate to the General Service Conference.

Area Assembly – a quarterly, weekendlong gathering of the Area Committee and GSRs for business and sharing sessions.

Area Committee – a committee made up of Area Officers, Service Committee Chairpersons, and DCMs.

Business Meeting – portion of an Area Assembly or other service gathering where formal business is conducted and motions are presented and voted upon.

Central Office – an office for literature sales and phone hotline, usually operated by an Intergroup.

Delegate Conference Panels – panel discussion groups that have as a purpose to discuss General Service Conference agenda items, literature, and GSO reports relevant to that committee, to make recommendations to the Delegate, and to propose motions to the Area or the General Service Conference.

District – a geographical or linguistic unit usually containing 5 to 50 groups that elects a DCM.

District Committee – A committee made up of District Officers, Service Committee Chairpersons, and GSRs.

General Service Conference – annual meeting of delegates from all U.S. and Canadian Areas, trustees, and GSO staff; the group conscience of the U.S. and Canada.

Intergroup – a service body made up of group representatives, usually in large urban areas, but separate from the general service structure.

Motion – a proposal made at a business meeting to be voted upon.

Service Committee – (sometimes called "standing committee") – a subcommittee of an Area or District responsible for doing one specific form of service work.

Standing Committee – see "Service committee"

Substantial Unanimity – usually a two-thirds majority.

DISTRICT 7 GUIDELINES

I. PURPOSE AND SCOPE

The purpose of this publication is to enable our trusted servants to conduct an informed group conscience at District 7 business meetings. These Guidelines are intended to describe actual current practice in District 7. When possible and where still relevant, actual language from passed motions is used. Where current practice is customary and is not the result of an actual motion, the intent is to outline the current practice as simply as possible. This document is not a historical record of motions of District 7. These Guidelines are intended to be complementary with the AA Service Manual.

II. AMENDING AND UPDATING

Responsibility for making revisions to the Guidelines that reflect any changes in current practice belongs to the DCM. The District Secretary shall reprint, make available for the web, and distribute the Guidelines to each group and each District Committee Chair at the request of the DCM.

III. STRUCTURE AND FUNCTIONS OF THE DISTRICT

A. General Service Representatives (GSRs)

- Elected by individual groups.
- Term of office determined by each group, preferably for two years to coincide with DCM's term.
- Duties determined by each group, preferably in accordance with the AA Service Manual.
- Each GSR is allowed one (1) vote as group representative.

B. District Officers

- District Officers are the DCM, Alt DCM, Treasurer, and Secretary.
- The Alternate Treasurer is an elected position who must meet the qualifications of treasurer, but does not have a vote, except in the absence of the Treasurer.
- Elected at September District Meeting by GSRs and other voting members of the District (Officers, Service Committee Chairs and members representing Groups in the absence of the GSR).
- Term of office is two years and begins with the start of New Business on the agenda for the November District Meeting.
- Rotation:
 - Even Years - Treasurer
 - Odd Years - DCM, Alt DCM, and Secretary
- Duties determined by District 7.
- The DCM has overall responsibility for the operations of the District.

- Each District Officer is allowed one (1) vote as member of District Committee.
- Travel Expenses:
 - The DMC is funded up to \$200.00 to each Area Assembly for food, lodging and mileage. Requests for reimbursement will be in writing, accompanied by receipts, to the District Treasurer.
 - Alt DCM, Treasurer, and Secretary have no current travel expense needs.

C. District Service Committee Chairs

The District has the following Standing Committees: Accessibilities, Archives, CPC/PI, CF - Men CF – women, Events, Grapevine, Sunshine, Treatment Facilities.

- Appointed by DCM (customarily in consultation with District Officers) except for Grapevine Chair who is the immediate Past DCM.
- Term of office is two years and begins with the start of New Business on the agenda for the October District Meeting except for the Archives chair which may be extended for additional two year intervals.
- Rotation
 - Even Years- CPC/PI Chair and Alt Chair, CF Men, CF Women, Events.
 - Odd Years- Accessibilities, Archives, Treatment Facilities, Sunshine.
- Duties determined by District 7, generally as described in the AA Service Manual.
- Each Committee Chairperson is allowed one (1) vote as member of District Committee; Alt. Chairs and Committee members have no vote

D. Liaison Positions

Currently attending District 7 meetings are Josephine County Central Office Liaison, and Al Anon Liaison, current Rogue Valley YPAA Liaison.

- Duties, responsibilities and rotation determined by respective offices.
- Participate and report at the District Meeting, keeping the vital link of communication open.
- Liaison does not have a vote at the District meeting.

IV. DUTIES AND RESPONSIBILITIES OF DISTRICT OFFICERS

A. District Committee Member (DCM)

- Generally as described in the AA Service Manual.
- Recommended completion of a Alt. DCM term or GSR term.
- First year of term attends the Oregon Area Orientation, to be fully funded by the District.
- Appoint Service Committee members as described.
- Set agenda for and chair District business meetings.
- Make revisions to Guidelines that reflect any changes in current practices.
- Help Service Committees as needed.
- Attend Area Assemblies.

- Appoint ad hoc committees to address specific issues as needed.
- Maintain records of District Activities during term to submit to Area 58 Archivist after rotation.
- Assist District Secretary by reading and approving minutes prior to emailing.
- Assist Area Registrar with updating Group information, as well as current DCM and Alt. DCM contact information. Group information¹ changes are typically submitted to the Area Registrar by using AA's Group Information Change Form, as well as the AA New Group Form.
- Maintain District Roster.
- Assist GSRs when needed at group meetings.
- Assist Area Delegate with processing of Conference agenda items at District level.
- Assist Delegate in scheduling pre *and* post Conference reports to District.
- Assist Area Treasurer by bringing back group Area contribution receipts back from each Assembly to be distributed at the District meeting.
- Attend PRAASA when funds are available, and give verbal and written report to the District. Attendance to PNC or the Pacific Region Forum may be an option in addition to PRAASA, or in place of PRAASA, depending on the Districts current financial standing. DCM to determine funds needed for travel to be approved by the District Committee preferably 3 months in advance.

B. Alt. District Committee Member

- Generally as described in the AA Service Manual (under Alt. DCM).
- Recommended completion of a GSR term.
- Attend and report at monthly District meetings.
- Perform duties of DCM in DCM's absence.
- Assist DCM as needed.
- Attend quarterly Oregon Area Assemblies as prudent.
- Assist GSRs when needed at group meetings.
- Visit with groups within their sub-district and make announcements when necessary.
- Assist DCM with updating District roster.
- Assist DCM with processing of Conference agenda items and reports at the District level.

C. Secretary

- Generally as described in the AA Service Manual.
- Recommended completion of a GSR term.
- Attends monthly District meetings and records minutes.
- Provide District meeting minutes to each District Committee Member, GSR, District Archivist, and Central Office Web servant.
- Makes copies of and distributes district documents as needed – i.e., Delegate Agenda items, District Committee Contact Sheet.
- Communicates with the DCM regarding event announcement updates for District meeting agenda.

- Reprint, make available for the web and distribute District Guidelines when requested by the DCM.

D. Treasurer

- Generally as described in the AA Service Manual.
- Recommended completion of a GSR term and a solid period of sobriety.
- Attends monthly District Meetings
- Picks up mail from District 7's post office box.
- Keeps current record of group contributions to the District.
- Makes deposits and cuts checks for District expenses.
- Provide financial statement at monthly District meeting.
- Be prepared to determine if funds are available for the GSR Scholarship program at the District meeting 2 months prior to Area Assemblies.

E. Alternate Treasurer

- Recommended completion of a GSR term and a solid period of sobriety.
- Attends monthly District Meetings.
- Is signatory on District checking account (in lieu of Alt. Treasurer, DCM will be signatory on District checking account and hold 2nd PO Box key).
- Audits District books every year and provides a report at the District meeting.
- Fulfills functions of the Treasurer in the event the Treasurer is unable or unwilling to perform duties.

V. DUTIES AND RESPONSIBILITIES OF SERVICE COMMITTEE CHAIRS

A. General Responsibilities

- Generally, as described in the AA Service Manual.
- Perform service work with the guidance of the District Committee.

B. Accessibilities Committee Chair

The purpose is to gather information and shared experience from GSO, Areas, Districts and AA Groups on ways to carry the message of AA to the still-suffering alcoholic or current members with access/special needs and to communicate that information to the groups, districts and service committees.

- Generally, as described in the AA Service Manual.
- Attend and report at monthly District meetings.

C. Archives Committee Chair

The purpose is more than mere custodial activity; it is the means by which we collect, preserve and

share the rich and meaningful heritage of our fellowship. The Archives Committee is to receive, classify and index all relevant material, including, but not limited to, administrative files, records, correspondence, literary works and artifacts considered to have importance to Alcoholics Anonymous. This is done through workshops, presentations, mailings, etc.

- Generally, as described in the AA service Manual.
- Attend and report at monthly District meetings.
- District 7 Archives are stored to be determined.

D. Events Committee Chair

The purpose is to support the Three Legacies of A.A. (Recovery, Unity and Service) and carry the A.A. message through special events. These include, but are not limited to, workshops, speaker meetings, panels, conferences and other events that support the Three Legacies. Events, and their costs, shall be approved by the District.

- Plan, coordinate, and recruit volunteers for all district events.
- May create sub-committees to support events.
- Maintain inventory, i.e. cups, plates, coffee, etc. for special events when necessary.
- Submit budget at District meeting for each proposed district event and submit a summary at the conclusion.

Attend and report regularly at District meetings.

E. Coop. w/ Professional Community/Public Information Committee (CPC/PI)

Cooperation with the Professional Community Committee (CPC): The purpose is to provide information about AA to those who have contact with alcoholics through their profession. This group includes, among others, doctors, clergy, judges, social workers and law enforcement. Information is provided about where we are, what we are, what we can and cannot do.

Public Information Committee (PI): The purpose is to carry the AA message to the still-suffering alcoholic by informing the general public - media, schools, industry, etc. – about what the program has to offer. This is done through public service announcements, visits to schools, and other organizations.

District 7 has combined CPC and PI to work together on committee activities and duties. We realize there are many instances of overlapping responsibilities among all committees and welcome working together for our common purpose.

- Generally as described in the AA Service Manual.
- Attend and report at monthly District meetings.
- Helpful to refer to the GSO “yellow sheets” guidelines.
- Two year term with first year as Alt. CPC/PI Chair then rotating into Chair on odd number years.
- Make AA literature available upon request at community events.

- The book Alcoholics Anonymous is made available to all Josephine County libraries & Three Rivers Medical Center.
- Coordinate and approve public service announcements at the local level.
- Participate in the Access Senior Fair in cooperation with Al Anon Family Group. District 16 splits the cost of the table fee with AFG.
- Participate in the Josephine County Recovery Fair.

F. Correctional Facilities Committee (CF) Men's Chair & Women's Chair

The purpose is to facilitate AA meetings inside the Josephine County correctional facilities. This is done by organizing outside AA members to attend inside meetings on a regular basis.

- Generally as described in the AA Service Manual.
- Attend and report at monthly District meetings.
- Helpful to refer to the GSO "yellow sheets" guidelines.
- Maintain and organize a volunteer base.
- Assist volunteers in obtaining clearance to enter the various facilities.
- Maintained good communication with the Josephine County correctional facilities coordinator
- Address any problems or concerns brought to AA from the Josephine County correctional facilities coordinator.

G. Treatment Facilities Committee (TF)

The purpose is to coordinate the work of individual AA members and groups who carry the message to alcoholics in treatment facilities, and work to clarify what AA can and cannot do, within the Traditions, to help alcoholics in treatment.

- Generally as described in the AA Service Manual.
- Attend and report at monthly District meetings.
- Helpful to refer to the GSO "yellow sheets" guidelines.
- Contact treatment facilities in Josephine County monthly.
- Receive and respond to requests from treatment facilities in Josephine County.

H. Grapevine Chair

The purpose of the District Grapevine Chair is to act as advocate for the Grapevine/La Viña at the district and group level, alerting the groups to the use of the magazine as a recovery tool.

- Generally as described in the AA Service Manual.
- Provides Josephine County Jail with 2 Grapevine subscriptions; OYA with 1 Grapevine subscription (if permissible).
- Chair to be filled by outgoing DCM.
- Attend and report at monthly District meetings.
- Visit groups and talk about the Grapevine both at group level and meeting level as the group will allow.

VI. DUTIES AND RESPONSIBILITIES OF LIAISON POSITIONS

A. District 7 Liaison to Central Office

Purpose is to maintain the vital link between the efforts and activities of District 7 and Josephine County Intergroup in carrying the message of Alcoholics Anonymous to the still suffering alcoholic and to members of AA as a whole.

- Attend and report at monthly District meetings.
- Attend and report at the monthly Josephine County Intergroup business meetings.

B. AlAnon Liaison

Purpose is to maintain the relationship and communication between Alcoholics Anonymous District 7 and Al Anon Family Group District 7.

- Attend and report at monthly District meetings.
- Duties and responsibilities determined by Al Anon Family Group District 7.

VII. DISTRICT POLICIES

A. General Business Meeting Procedures

- Meeting to be held on the 1st Tuesday of the month at the Hi-Lo Club.
- Meeting begins at 7:00 p.m. and ends at 8:00 p.m.
- Reports from Officers and Committee chairs shall be limited to 2 minutes.
- The meeting will follow the agenda prepared by the DCM.
- The Secretary shall conduct the business meetings when the DCM or Alt. DCM is not available.
- At the September District Meeting elections will be conducted. The DCM may ask past District Committee Members to help conduct the elections.

B. Elections

- The District shall vote according to Third Legacy procedure in the AA Service Manual.
- The District Secretary will poll District Officers, Committee Chairs and GSRs, asking if they are available (available means that you have/are completing your current commitment and will be rotating out).
- The DCM asks if anyone else present is available.
- Those who are eligible stand and let the body know they are available, and give a very brief oral resume just prior to the election.

C. Failure to Attend

- **Failure to attend two or more consecutive District 7 business meetings shall be considered a resignation from any elected or appointed position. The DCM may make allowances for illness or other emergencies**
- **The position will be filled through an election if called for in the District Guidelines. Otherwise, the DCM may appoint a new person. Elections or appointments would be to fill the remaining term**

D. Motions

- All proposals shall be limited to one issue. Any proposal, which is submitted, with multiple issues shall automatically be broken down by the DCM into separate proposals for each separate issue.
- All motions presented shall be structured to include the following information: the motion itself, statement of current practice, budgetary impact if passed.
- The District suggests motions be in writing with enough copies for all voting members.
- Only those items of business determined by a "sense of the meeting" to be urgent and/or administrative will be voted on immediately.
- District business meetings will, at the discretion of the DCM, follow modified Roberts Rules of Order, as follows on page 12.

E. Robert's Rules of Order (modified)

1. A Motion Is Made:

- If it does not receive a second, it dies.
- After a second, debate is opened.
- If a registered voter calls for the question, a second will be required, or debate resumes.
- A Question must be called in turn.
- If the Question is seconded, a 2/3 majority will end the debate, or debate resumes.
- If the Question is not called, debate will go on until there is no more discussion.
- Once debate ends, a sense of the group will be taken by simple majority to vote or table.

2. A Motion Is Voted On:

- If it involves expenditure of District funds, the Treasurer will be asked to report.
- It requires a 2/3 majority to pass.
- The losing side will be asked if they wish to speak to their position.
- The winning side will be asked if there is a motion to revoke, and requires a second.
- A simple majority is required to revoke.

3. A Motion Is Reconsidered:

- Full debate pro and con is resumed (please limit discussion to only new considerations).
- The question may again be called, seconded, and requires a 2/3 majority to end debate.
- A sense of the meeting may be taken by simple majority to vote or table.
- If voted on, the motion must have a 2/3 majority to pass.
- Debate has ended.

Debate on a tabled motion will be resumed under “Old Business” at the next District meeting, and the voting process will be the same as above.

VIII. FINANCIAL POLICY¹

A. Required Budget Line Items

- Rent for District business meeting facility
- PO Box rent
- Committees
- Travel for the DCM to Oregon Area Assemblies

B. Discretionary Budget Line items (when funds are available)

- Travel to PRAASA for the DCM
- GSR Scholarship Fund

C. Finance Procedures

- The fiscal year is January 1 – December 31.
- Service Committee Chairpersons will submit to the Treasure by July their anticipated budgetary requirements for the coming fiscal year, based on the previous year’s expenses.
- Officers and Service Committee reimbursements shall be paid to the respective Chairperson by the Treasurer. Request need to be accompanied by receipts or written estimate.
- A proposed budget for the upcoming fiscal year shall be prepared by the Treasure and given to the District Secretary for distribution with the meeting minutes of the August District meeting. The budget will be voted upon at the September District meeting.
- Any and all amendments to the current budget shall be finalized prior to considering adoption of next year’s budget.
- The District’s prudent reserve reflects six months of operating expenses from the current annual budget.
- Reflect monthly activity
- Checks written at each District meeting will be reported at that the next meetings activity report.
- The Districts annual budget will be based on all contributions from the previous year.
- Signers on the District 7 checking account will be the current Treasurer, Alternate Treasurer and DCM.

D. The GSR “Scholarship Program”

The District is aware that small or new groups that have GSR representation at District 7 meetings may not be able to afford to send their representatives to Area Assemblies. District 7, when it has the

¹ Funding for District Officers and Committees may be found in the description of duties and responsibilities for said position, above.

funds, may provide financial assistance for those GSRs to attend Area Assemblies, thereby strengthening the District's representation at assemblies and providing GSRs greater exposure to AA general service. Therefore, District 7 has created a "Scholarship Program," which shall operate as follows:

- Two (2) business meetings before every Area Assembly the Treasurer shall announce how much money is available for the Scholarship Program.
- The Scholarship Program is intended to match funds provided by the GSR's group (up to \$100.00).
- To apply for financial assistance, a GSR must request assistance one to two months prior to the Area Assembly that the GSR would like to attend.
- All GSR's awarded financial assistance will be expected to attend the Area Assembly's Business Meeting and all relevant functions. Also, GSR's will be expected to give a report on the assembly to their group and to the District.
- In the event that the number of qualified applicants exceeds scholarship funds available, the names will be drawn from a hat and those not selected will be awarded the scholarship for the next assembly, if they are able to attend and funds are available.
- Funding:
 - 1) GSR Scholarship Fund operates separately from District 7 general fund.
 - 2) Funds will be generated by special events and direct donation.
 - 3) At the applicant's discretion, estimated funds may be issued in advance of the assembly, or the GSR may choose reimbursement of actual expenses after the assembly.
 - 4) To maximize funds, each successful applicant will be expected to share a hotel room and travel expenses with either another successful Scholarship applicant, or any other GSR.
 - 5) Scholarship funds shall only be used for lodging, gas/travel, and reasonable assembly expenses.
 - 6) All successful applicants shall make every attempt to minimize their expenses, and any unused funds shall be returned to District 7 along with receipts for expenses.